

Population Leadership Program
Sr. Technical Advisor: Care and Treatment, AIDS
USAID/Vietnam, (RDM/A)
Location: Hanoi, Vietnam
PLP- 04-131

INTRODUCTION:

USAID/Vietnam Regional Development Mission Asia (RDM/A) is responsible for the development and management of programs in Thailand, Laos, Burma, China and Vietnam as well as regional initiatives in South and Southeast Asia. The Vietnam program office is responsible for improved access to services for selected vulnerable groups and focuses on HIV/AIDS, prevention, care, support and mitigation; disabilities, disaster mitigation, and anti-trafficking activities. HIV/AIDS, anti-trafficking and related programs fall under the title HIV/AIDS Health.

Vietnam, designated as the 15th focus country for the President's Emergency Plan for Aids Relief (PEPFAR), will focus on the prevention of new infections and provide care for the HIV-infected population by including ARV drug treatment. Working in conjunction with Centers for Disease Control (CDC), the US Department of Labor and the Department of Defense, USAID HIV/AIDS's activities in Vietnam will focus on:

- Targeted prevention for high risk groups.
- Expansion of care and support to including PLWHA's and OVC's.
- Improving access to treatment for OI's and ARV's.
- Strengthening strategic information to develop stronger data for decision making and surveillance systems.
- Developing community based models for mitigating the effects of the epidemic.
- Policy and advocacy to support policy development and PLWHA networks.
- Capacity building of policymakers and health providers.

POSITION SUMMARY:

The Sr. Technical Advisor: Care and Support will be located in the HIV/AIDS Health Office of USAID/Vietnam. The Advisor will be responsible for all care and treatment activities provided by this office including full management in consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects within HIV care and treatment. The incumbent will collaborate and coordinate with Mission colleagues in the USAID Regional Development Mission/Asia in Thailand. Additionally, the incumbent will interact with the Office of HIV/AIDS, the Bureau for Global Health and the ANE Bureau in Washington DC. S/he will also collaborate with colleagues from the local donor community as well as national governmental and non-governmental organizations. The majority of the incumbent's time will be spent in Hanoi; with regional duties assigned as the HIV care and treatment strategies and programs in the region evolve (i.e. office support and/or advising).

The incumbent will be responsible for program management and evaluation, liaising with donors, partners and Ministries of Health and Labor, Invalids and Social Affairs (MOLISA) officials, and identification and resolution of issues affecting overall program performance. The incumbent will work collaboratively with USAID/Vietnam's multiple implementing partners, especially those working in HIV/AIDS (currently Family Health International, the POLICY project, International Center for Research on Women (ICRW) etc.) and will be required to coordinate meetings, monitor programs on field visits, evaluate programs, provide technical insight, recommend solutions, and report on USAID-financed HIV/AIDS activities.

ROLES AND RESPONSIBILITIES:

The duties and responsibilities of the Care and Treatment AIDS Technical Advisor will include, but are not limited to the following:

A. Activity Management and Technical Assistance:

Under the direction of the HIV/AIDS and Health Program Manager and working closely with CDC, DOL and DOD-sponsored programs, the incumbent will be responsible for all of the following activities:

- Maintain current knowledge and information on HIV treatment and care, including antiretroviral therapy, treatment and prevention of opportunistic infections; familiarity with HIV prevention, treatment and support programs in poor-resource settings; knowledge of clinical, ethical, policy and trade issues involved in HIV/AIDS programming in Vietnam and in the region.
- Work with the HIV/AIDS-related cooperating agencies to monitor their yearly workplans and provide suggestions on implementation of these workplans.
- Act as the principal liaison with care and treatment programs on behalf of USAID/Vietnam. Facilitate communications amongst and between USAID/Vietnam's cooperating agencies and their local partners in a timely manner. These communications will be carried out in English and/or Vietnamese, as the situation requires.

B. Program Design and Implementation:

- Provide programmatic and technical assistance for comprehensive HIV care and treatment activities by working closely with CDC, DOL, and DOD-sponsored programs.
- Design new innovative activities and promote state-of-the-art on HIV/AIDS prevention, care and support, treatment and conduct on-going analysis of HIV/AIDS issues in country.
- Participate in drafting, reviewing and approving program descriptions, scopes of work and other related technical documents as they relate to project activities.
- Design appropriate means of tracking specific field support activities and make suggestions on the specific details of implementation with recommendations for improvement.
- Provide technical insight and feedback to the implementation of the Vietnam Strategy and advise on care and treatment.

C. Monitoring and Evaluation:

- Take the lead on the regular monitoring and evaluation of HIV/AIDS partner activities in conjunction with the USAID HIV/AIDS M&E Specialist and the CDC M&E Advisor.
- Manage quarterly and annual programmatic and financial reports from care and treatment program partners. Work closely with the HIV/AIDS program partners and the Regional Development Mission/Asia Office of Financial Management to review and assess monthly accrual reports by learning the accrual spreadsheet format and by cross-checking data.
- Take an active role in the data collection and synthesis for USAID/Vietnam's Annual Report and other performance monitoring plans.

D. Additional Project Support

Serve as member of Mission teams responsible for evaluation of USAID assistance; work on briefing papers, correspondence, annual and semi annual performance reviews, maintaining contact with high ranking government officials, donor organizations, NGOs and other projects as assigned.

REQUIRED SKILLS, BACKGROUND AND EXPERIENCE:

- Medical or nursing degree and Masters in public health or related discipline. Clinical background and experience required.
- Seven years of international public health program or implementation with at least five years in oversight, design and implementation of HIV care and treatment programs in developing countries. Work with US government agency or other international/local organization preferred.
- Excellent written and oral communication skills in English. Vietnamese proficiency preferred.
- Comprehensive knowledge of HIV/AIDS prevention, care, and treatment and support programs required. Specialized knowledge and expertise in HIV treatment and care, including ARV, prevention of opportunistic infections, clinical, ethical, and policy and trade issues involved in HIV/AIDS programming in country.
- Knowledge of Vietnamese Health Systems, government and NGOs.
- Understanding of sexual health and human rights issues, policy and advocacy.
- Ability to travel within country and region for extended periods of time.
- Strong quantitative and analytical skills; computer proficiency.
- Ability to work collaboratively with team, government officials and donor agencies.
- **US Citizenship required. Applicants selected will be subject to security investigation and must meet eligibility requirements for access to classified information.**

SALARY AND BENEFITS:

Salary will be based on commensurate experience and earnings history. The Public Health Institute offers a comprehensive benefits package including professional development programs.

TO APPLY:

Send a current CV and cover letter that clearly outlines your relevant experience, salary history, and how you heard about the posting to:

Recruitment Manager
Population Leadership Program
555 12th Street, suite 1050
Oakland, CA 94607
Email: recruitment@popldr.org
Fax: 510-285-5661

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